VA TMS Domain Manager and Learning Manager Administrator Course

Session 4: Create and Configure Online Learning

Virtual Instructor-Led Training

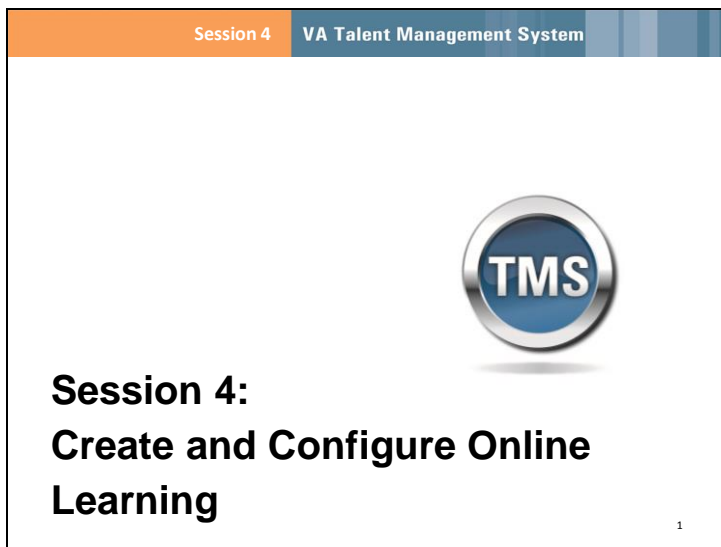Participant Guide

March 2014

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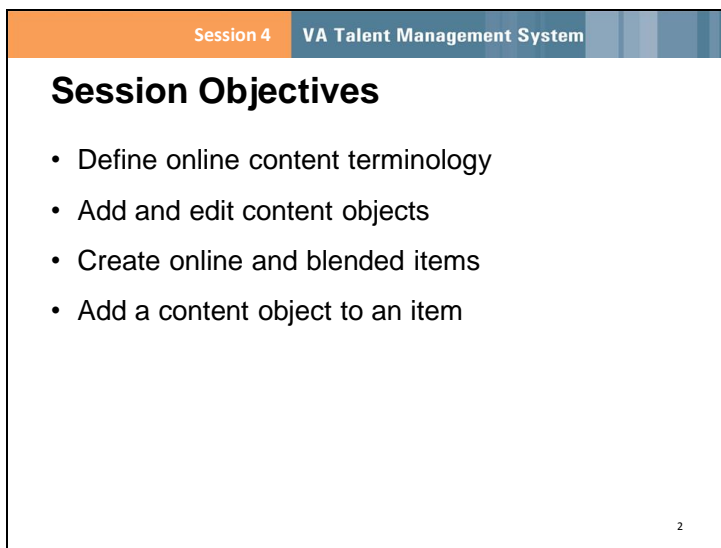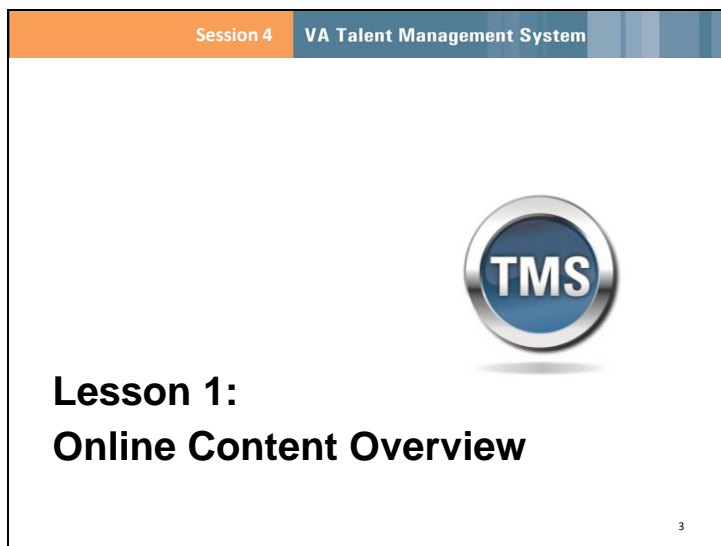# 1.0 Training Content

1.1 *Session 4 Overview*

Notes:

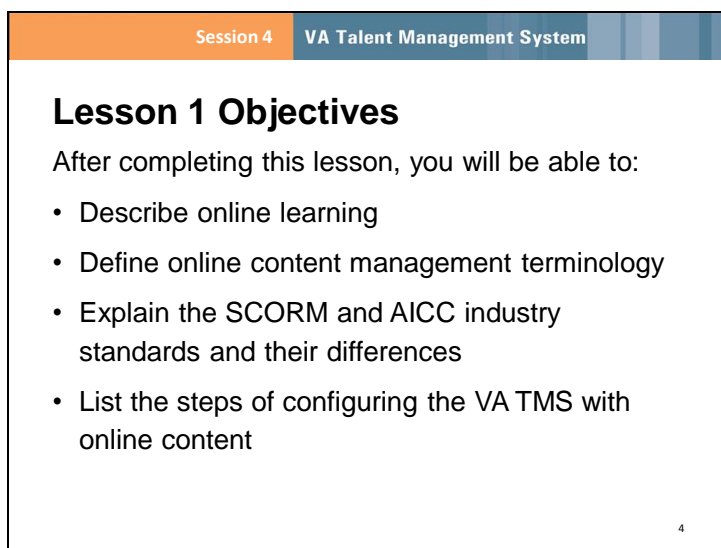Slide 1: Session 4: Create and Configure Online Learning

Notes:

Slide 2: Session Objectives

1.2 *Lesson 1: Online Content Review*

Slide 3: Online Content Overview

Notes:

Slide 4: Lesson 1 Objectives

Notes:

Session 4 | **VA Talent Management System**

Online Learning

Online learning within VA TMS is the electronic access of asynchronous training, such as a slide show presentation, an audio or video presentation, a Web-based exam, or a document (e.g., a Standard Operating Procedure (SOP) manual).

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Slide 5: Online Learning

Notes:

Session 4 | **VA Talent Management System**

Content Objects

- A content object is a pointer to a single, launchable file

- Items are made up of multiple content objects

Item: Online MWB101 MS Word Basics	
Content	**File Type**
Creating, Saving, and Editing Word Documents (HTML)	Web page (HTML)
Simulation of Saving a Word Doc	Web page (HTML) with Adobe Flash Movie (SWF)
Exam of Microsoft Word Basics	Web page with JavaScript (HTML)

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Slide 6: Content Objects

Notes:

Slide 7: AICC/SCORM Standards

Notes:

Slide 8: Communication between Content and the VA TMS

Notes:

Session 4	VA Talent Management System

Online Content Process

1. Create the content
2. Upload the content to a public location
3. Identify the content type and its location
4. Add content objects/content packages in the VA TMS
5. Add an item in the VA TMS
6. Assign the online content to the item
7. Test the online item from the VA TMS user application
8. Assign the item to a catalog and/or to the user's To-Do List

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Notes:

Slide 9: Online Content Process

Session 4	VA Talent Management System

Knowledge Check

Choose the option below that best describes online learning.

a) Accessing materials in electronic form that were also available during face-to-face instruction
b) Gaining skills and knowledge through electronic access or training content, such as Web-based exams or documents
c) Participating in a live lecture at a distance
d) Receiving and completing assignments at a distance

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Notes:

Slide 10: Knowledge Check

Notes

Knowledge Check

An online content object consists of _____.

a) a group of objectives and content objects
b) a record containing a hyperlink that points to a single launchable file
c) a record that includes what the learner will accomplish from the training
d) training content, such as a Web-based training, PowerPoint presentation, audio/video presentation, or e-book

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Slide 11: Knowledge Check

Notes:

Knowledge Check

The purpose of AICC and SCORM is to:

a) prevent unauthorized access to online content
b) provide standardization for the transfer of information to and from Web-based learning content
c) control spam
d) allow non-administrative access to online content

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Slide 12: Knowledge Check

Session 4 | **VA Talent Management System**

Knowledge Check

Identify a difference between SCORM and AICC:

a) SCORM is an updated, more advanced version of AICC.

b) SCORM is a standard method for online content to communicate with a learning management system, whereas AICC is not.

c) The AICC standard provides the ability for content to contain advanced sequencing and navigation within a course, whereas SCORM does not.

d) The SCORM XML file includes greater detail about the content than the four AICC test files.

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Notes:

Slide 13: Knowledge Check

Session 4 | **VA Talent Management System**

Knowledge Check

List the four file types that AICC requires:

a) AICC 2004, AICC 1.2, AICC 2004Ed, and AIFF

b) Course, Structure, Description, and Assignable

c) AML, CSV, MP4, and XLS

d) XML, HTML, Assignable, and Structure

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Notes:

Slide 14: Knowledge Check

1.3 *Lesson 2: Online Content and Packages*

Notes:

Slide 15: Lesson 2: Online Content and Packages

Notes:

Slide 16: Lesson 2 Objectives

Session 4 — **VA Talent Management System**

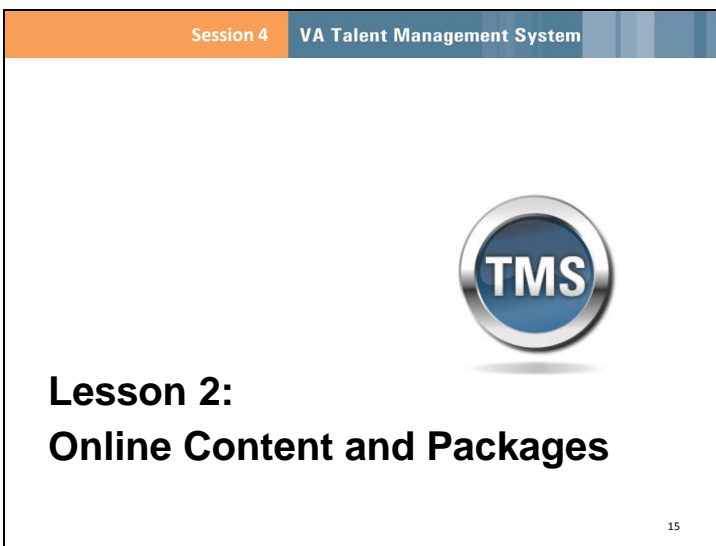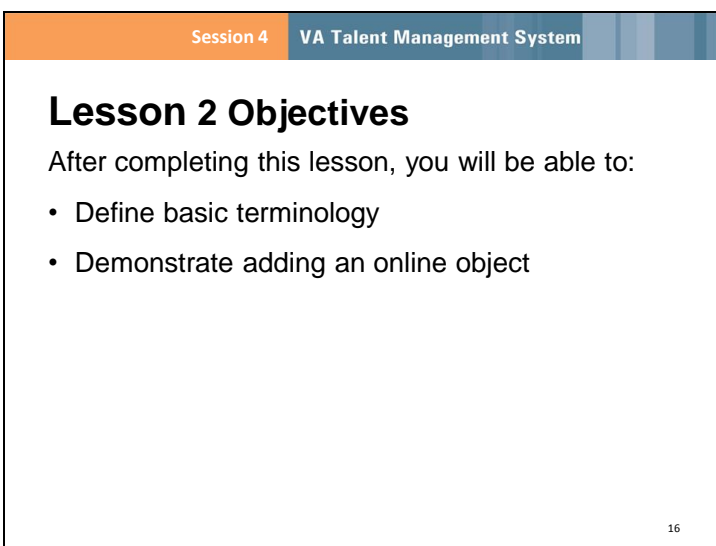## Content Objects

- A content object specifies the location of the online content (file or URL address)

- Actual content does not reside within the VA TMS

- Content is typically stored on a content server

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Slide 17: Content Objects

Notes:

Session 4 — **VA Talent Management System**

Content Objects

Administrators assign content objects with one or more items. Example content objects include:

- A presentation of course content (PowerPoint)

- An interactive tutorial (Captivate)

- An online publication or article (PDF)

- A quiz, exam, or survey (Flash)
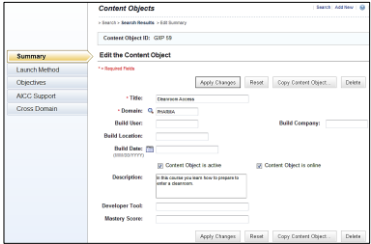
- A Web page (Dreamweaver)

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Slide 18: Content Objects

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Slide 19: Content Object Record

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Slide 20: Launch Methods

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Notes:

**Demonstration:
Content Object Record**

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Slide 21: Demonstration: Content Object Review

Demonstration: Content Object Record

Log in to the VA TMS and demonstrate the following Content Object Record tabs:

- **Summary Tab:** The **Summary** tab contains basic information about the content object record, including the content object title, the domain in which it belongs, the name of the user who built the object, the build date, a description of the content object, and the developer tools used to build the object
- **Launch Method Tab:** The **Launch Method** tab identifies the type and path of the content. This content object is AICC compliant and communicates with the VA TMS using AICC standards

The VA TMS initializes the SCORM APIs when the user launches the content. Content objects of one of these three types must conform to the appropriate version of SCORM and communicate with the VA TMS using SCORM standards.

NOTE: Owing to the advanced sequencing and navigation functions included in the SCORM 2004 standard, special care must be taken to ensure these functions work properly in the VA TMS. Content using this standard should be imported using the instructions listed in the "Content Package" section of this session. Individual content objects should not be manually created when using SCORM 2004 compliant courseware.

Select the **Enable Mobile Device** checkbox to enable content to be launched from a mobile device. This is a similar function to the **Content is Online** checkbox, but specifically for mobile devices. If you have a version specifically designed for mobile devices, the content path goes into **Mobile Filename** field otherwise it can be left blank. The **Content Must Launch** method must be set to AICC.

- **Objectives Tab:** The **Objectives** tab establishes an objective-content relationship. Objectives are associated with multiple content objects, items, competencies, questions, and exams. Administrators use objectives for adaptive learning within the VA TMS online exams
  NOTE: Please refer to the VA TMS: Online Exams course for additional information.

- **AICC Support Tab:** The **AICC Support** tab automatically passes AICC support data to content under AICC core vendor or SCORM launch data. These data are typically used to send information that is critical to the content launch
- **Cross-Domain Tab:** The **Cross-Domain** tab is used for SCORM content located on a different domain name than the VA TMS. This tab requires activation in system configuration. Please consult with your Project Manager and the VA TMS Support team for the best approach for supporting cross domains

Slide 22: System Login

Notes:

Slide 23: Activity #1: Create a Content Object

Notes:

Activity #1: Create a Content Object

1. Navigate to **Learning Administration**.
2. Navigate to **Content**.
3. Enter *Add Content Object* into the **Search** field below the **Button** bar.
4. Select **Go**.
   a. **NOTE:** You can also navigate to **Content** > **Content Objects** and select **Add New**.
5. Enter a content object ID and title for the content object.
6. Select a domain.
7. Leave the Build User, Company, Location, Date, and Developer Tool fields blank.
8. Check the **Content Object is Active** and **Content Object is Online** checkboxes (if necessary).
9. Enter a description for the content object.
10. Select **Add**.
11. Select the **Launch Method** tab.
12. Select the **Launch Method** option.
13. Enter the **URL** address of the content in the **Filename** field.
14. Select **Apply Changes**.

The Job Aid: Create a Content Object is available in the VA TMS.

Slide 24: Content Packages

Notes:

Slide 25: Demonstration: Create a Content Package

Notes:

Demonstration: Create a Content Package

To create a content package:

1. Navigate to **Content > Content Packages**.

2. Select the **Add New** link.

3. Enter a content package ID.

4. Enter the title for the content package VA Home.

5. Select a domain.

6. Enter a description for the content package.

7. Select **Add**.

8. Select the **Objectives** tab to add objectives.

9. Select the **Content** tab.

10. Enter an object label. This is a title and is visible to the users.

11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).

12. Enter or search for your content object ID.

13. Select **Add**.

14. Select **Return to Content Structure**.

Slide 26: Activity #2: Create a Content Package

Notes:

Activity #2: Create a Content Package

1. Navigate to **Content > Content Packages**.

2. Select the **Add New** link.

3. Enter a content package ID.

4. Enter the title for the content package *VA Home*.

5. Select a domain.

6. Enter a description for the content package.

7. Select **Add**.

8. Select the **Objectives** tab to add objectives.

9. Select the **Content** tab.

10. Enter an object label. This is a title and is visible to the users.

11. Select the **Folder**, **Content**, or **Exam** radio button (in this example, select the **Content** button).

12. Enter or search for your content object ID.

13. Select **Add**.

14. Select **Return to Content Structure**.

Session 4	VA Talent Management System

Knowledge Check

A content object is used to _____.

    a) add content to packages
    b) associate objectives with questions
    c) group objectives
    d) indicate where the online content is located on a server outside of the VA TMS

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Notes:

Slide 27: Knowledge Check

Session 4	VA Talent Management System

Knowledge Check

To successfully create and implement an item with online content in the VA TMS, begin by:

    a) creating the content using any development tool
    b) uploading the content to a public location
    c) integrating content into the VA TMS
    d) testing the online item from the user application

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Notes:

Slide 28: Knowledge Check

Session 4 | VA Talent Management System

Knowledge Check

In the structure of the naming convention in the VA TMS, the first part is the three- or four-character _____.

a) catalog
b) competency
c) domain
d) item ID

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Slide 29: Knowledge Check

Notes:

Session 4 | VA Talent Management System

Knowledge Check

Which option below is one of the five content object launch methods?

a) Build location
b) Content object record
c) Content package
d) Browser

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Slide 30: Knowledge Check

Notes:

Session 4 | **VA Talent Management System**

Knowledge Check

Which item classification contains only content objects (no segments)?

    a) Instructor-led
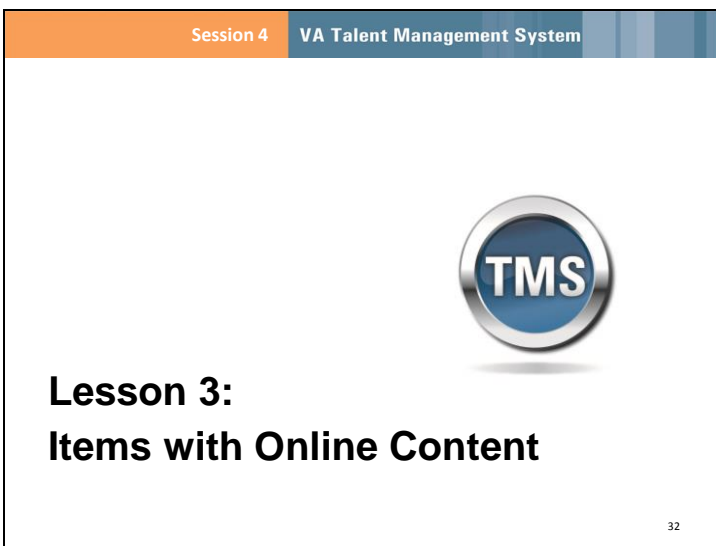
    b) Online

    c) Blended

    d) Other
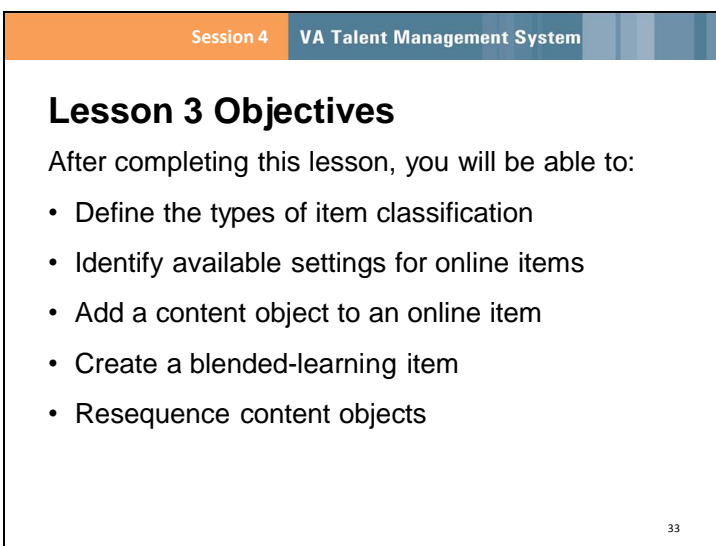
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Slide 31: Knowledge Check

Notes:

1.4 *Lesson 3: Items with Online Content*

Slide 32: Lesson 3: Items with Online Content

Notes:

Slide 33: Lesson 3 Objectives

Notes:

Session 4	VA Talent Management System

Review of Item Classifications

- Scheduled Only

- Online Only

- Scheduled and Online

- Other

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Notes:

Slide 34: Review of Item Classifications

Session 4	VA Talent Management System

Items with Online Content

- Items with online content can be either Online Only or Blended Items, a mix of Instructor-Led and Online Content

- Online items are also known as asynchronous learning since there is no instructor or time associated with the item

- Users can access online items at their own convenience

- Administrators are responsible for assigning items to user Learning Plans and catalogs after creating the content

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Notes:
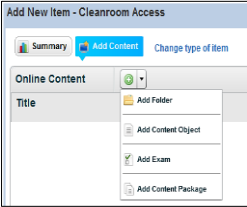
Slide 35: Items with Online Content

Slide 36: Creating an Item with Online Content

Notes:

Slide 37: Edit Online Settings

Notes:

Session 4 | **VA Talent Management System**

**Demonstration:
Items with Online Content**

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Slide 38: Demonstration: Items with Online Content

Demonstration: Items with Online Content

1. Create an item with the type of **Online Only**.

2. After entering the information on the initial screen, select **Continue** instead of **Save and Exit**.

3. Select **Settings** in the header.

4. Select **Modify Settings** from the drop-down menu.

5. Check the **Content is available for launch** (available for users) checkbox.

6. Check the **Record learning event when all content is complete** checkbox.

7. Select a completion status from the **Completion Status** drop-down menu.

8. Select the **Allow users to review content from Completed Works** checkbox if desired.

9. Select **OK**.

10. Select the plus sign (Associate content to item icon) in the table header.

11. Select **Add Content Object** from the drop-down menu.

12. Search for and select the content object.

13. Enter the object name (e.g., "Select to Start Content," or what you want the user to see if there are multiple objects in this item).

14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.

15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.

Slide 39: Activity #3: Create an Item with Online
Content

Notes:

Activity #3: Create an Item with Online Content

1. Create an item with the type of **Online Only**.

2. After entering the information on the initial screen, select **Continue** instead of **Save and Exit**.

3. Select **Settings** in the header.

4. Select **Modify Settings** from the drop-down menu.

5. Check the **Content is available for launch** (available for users) checkbox.

6. Check the **Record learning event when all content is complete** checkbox.

7. Select a completion status from the **Completion Status** drop-down menu.

8. Select the **Allow users to review content from Completed Works** checkbox if desired.

9. Select **OK**.

10. Select the plus sign (Associate content to item icon) in the table header.

11. Select **Add Content Object** from the drop-down menu.

12. Search for and select the content object.

13. Enter the object name (e.g., "Select to Start Content," or what you want the user to see if there are multiple objects in this item).

14. If the content does not send completion information to the VA TMS, check **Mark this object complete when launched**.

15. If you are creating a folder structure to organize content within this item, you could create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.

The Job Aid: Create Online Items is available in the VA TMS.

Slide 40: Blended Items

Slide 41: Demonstration: Create a Blended Item

Demonstration: Create a Blended Item

To create a blended item:

1. Navigate to **Learning Administration**.

2. Enter *Add Item* into the **Search** field below the **Button** bar.

3. Select **Go**.

4. Select **Scheduled and Online**. The plus sign changes to a checkmark.

5. Select **OK**.

6. Select an item type and enter the item ID.

7. Enter a title and the description of the item.

8. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).

9. Select the **Go to Advanced Schedule** button to change or add additional segments.

10. Enter a description and duration for each segment.

11. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.

12. Once you finish adding segments, select **Continue**.

13. Select the **Associate content to item** icon in the table header.

14. Select **Add Content Object** from the drop-down menu.

15. Search for and select the content object to add.

16. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).

17. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.

18. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.

19. Select **OK**.

20. Repeat steps 13–19 to add more content objects.

21. Select **Settings** in the table header.

22. Select **Modify Settings** from the drop-down menu.

23. Select a completion status from the **Online Completion Status** drop-down menu.

24. Check the **Content is available for launch** (available for users) checkbox.

25. Check the **Record learning event when all content is complete** checkbox.

26. Select **Allow users to review content from Completed Works** checkbox if desired.

27. Select **OK**.

28. Select **Save & Exit**.

The Job Aid: Create Blended Items is available in the VA TMS.

Slide 42: Activity #4: Create a Blended Item

Notes:

Activity #4: Create a Blended Item

1. Navigate to **Learning Administration**.

2. Enter *Add Item* into the **Search** field below the **Button** bar.

3. Select **Go**.

4. Select **Scheduled and Online**. The plus sign changes to a checkmark.

5. Select **OK**.

6. Select an item type and enter the item ID.

7. Enter a title and the description of the item.

8. Select a domain ID for the item (you may need to scroll down using the inner window's scrollbar on the right).

9. Select the **Go to Advanced Schedule** button to change or add additional segments.

10. Enter a description and duration for each segment.

11. To add more segments, select the **Add New** icon in the table header. Enter day number, description, duration, delay start, and location type for each segment. Select the **Add** button.

12. Once you finish adding segments, select **Continue**.

13. Select the **Associate content to item** icon in the table header.

14. Select **Add Content Object** from the drop-down menu.

15. Search for and select the content object to add.

16. Enter the object name (e.g., "Select to Start Content" or what you want the user to see if there are multiple objects in this item).

17. If the content does not send completion information to the VA TMS, check the **Mark this object complete when launched** checkbox.

18. If you are creating a folder structure to organize content within this item, create a new folder or add this object to an existing one. Otherwise, leave **Save in Folder: Root Level** as it is.

19. Select **OK**.

20. Repeat steps 13–19 to add more content objects.

21. Select **Settings** in the table header.

22. Select **Modify Settings** from the drop-down menu.

23. Select a completion status from the **Online Completion Status** drop-down menu.

24. Check the **Content is available for launch** (available for users) checkbox.

25. Check the **Record learning event when all content is complete** checkbox.

26. Select **Allow users to review content from Completed Works** checkbox if desired.

27. Select **OK**.

28. Select **Save & Exit**.

The Job Aid: Create Blended Items is available in the VA TMS.

Slide 43: Organizing Content Objects

Notes:

Slide 44: Demonstration: Resequence Content Objectives

Notes:

Demonstration: Resequence Content Objects

To resequence content objects:

1. Navigate to **Learning** > **Online Settings** tab.

2. Find the content object record you want to modify.

3. Select the master folder's **Edit** link.

4. Fill in the **Object Label** box.

5. Select the **Content** radio button.

6. Add the content object.

7. Select the **Edit** link of the master folder.

8. In the **Order** box, enter the appropriate number next to each object listed to indicate the correct sequence.

9. Select the **Force objects to be completed in sequential order** checkbox. When selected, users cannot access the second content object before completing the first. You also can resequence the objects in any order that you want.

10. Select **Apply Changes**.

Slide 45: Activity #5: Resequence Content Objects

Notes:

Activity #5: Resequence Content Objects

To resequence content objects:

1. Navigate to **Learning** > **Online Settings** tab.

2. Find the content object record you want to modify.

3. Select the master folder's **Edit** link.

4. Fill in the **Object Label** box.

5. Select the **Content** radio button.

6. Add the content object.

7. Select the **Edit** link of the master folder.

8. In the **Order** box, enter the appropriate number next to each object listed to indicate the correct sequence.

9. Select the **Force objects to be completed in sequential order** checkbox. When selected, users cannot access the second content object before completing the first. You also can resequence the objects in any order that you want.

10. Select **Apply Changes**.

Notes:

Session 4	VA Talent Management System

Knowledge Check

Under the Online Settings button, administrators can
_____.

- a) assign content objects to items
- b) edit the online settings but not the status for the item
- c) filter a search for an item
- d) publish reports on items

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Slide 46: Knowledge Check

Notes:

Session 4	VA Talent Management System

Knowledge Check

The _____ icon represents the master folder where you
can link existing online content to an item.

- a) file cabinet (or folder)
- b) magnifying glass
- c) manila folder
- d) page

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Slide 47: Knowledge Check

Slide 48: Knowledge Check

Notes:

Slide 49: Knowledge Check

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Session 4 | **VA Talent Management System**

Knowledge Check

When the checkbox labeled "Force objects to be completed in sequential order" is selected, which of the following is true?

  a) Users can complete the objects in any order

  b) Users must complete objects in a specific order the first time they access the objects

  c) Users cannot access the second content object before completing the first

  d) Users must indicate the order in which they prefer to complete content objects before beginning the first one

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Notes:

Slide 50: Knowledge Check

Session 4 | **VA Talent Management System**

Session 4 Summary

- Define online content terminology

- Add and edit content objects

- Create online and blended items

- Add a content object to an item

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Notes:

Slide 51: Session 4 Summary

Session 4 | **VA Talent Management System**

Session 5 Preview

- Title: Create and Configure Scheduled Offerings
- Lessons:
    1. Overview of Scheduled Offerings
    2. Create a Scheduled Offering
    3. Segments
    4. Copy and Cancel Scheduled Offerings
    5. Create a Class/Group Instance

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Slide 52: Session 5 Preview

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Session 4 | **VA Talent Management System**

Questions?

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Slide 53: Questions?

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